

## IMPORTANT DUE DATES FOR SUPERINTENDENTS



## KENTUCKY DEPARTMENT OF EDUCATION

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

# Important Due Dates for Superintendents

## JULY

Date	Program	Activity/Description	KDE Contact	District Contact
*	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day or June 15, whichever is earlier. <b>KRS 161.760(1)</b>	Amy Peabody 502/564-4474	
*	Teacher Assignments	Teachers who refuse their assignment must notify superintendent in writing no later than 30 days before first student attendance day of the following school year. <b>KRS 161.760(1)</b>	Amy Peabody 502/564-4474	
*	Transfers	Transfers or change in appointment of teachers by the superintendent are limited if later than 30 days before the first student attendance day. <b>KRS 161.760(2)</b>	Amy Peabody 502/564-4474	
*	Non-discrimination	Between July 1-September 15, non-discrimination policy statement to be published in largest circulation newspaper serving the community. <b>Federal Law</b>	Dan Davison 502/564-3791	
1	Fiscal Year for Schools	Fiscal school year begins July 1. <b>KRS 158.050; KRS 160.450</b>	Amy Peabody 502/564-4474	
1	Performance Bond	Each local board of education must execute a bond for the faithful performance of its duties. <b>KRS 160.570; 702 KAR 3:090</b>	Piper Lewis 502/564-5279	
1	Bond of Depository	The administrative regulation requires bonding of each local board of education treasurer and other school employees. <b>KRS 150.560; 702 KAR 3:080</b>	Piper Lewis 502/564-5279	
8	Certification of School Bus Transportation Mileage	Daily School Bus mileage to and from school is submitted for certification.	Piper Lewis 502/564-5279	
15	Secondary Career & Technical Education	Career & Technical Agriculture Extended Employment Plan and Report	Curt Lucas 502/564-3472	
25	Unaudited Annual Financial Report (AFR)	Submit Unaudited Annual Financial Report (AFR) to Division of District Operations. <b>KRS 157.060; 702 KAR 3:110</b>	Piper Lewis 502/564-5279	
25	Tax Collector Reports (3)	(1) Tax Collection Information – <b>702 KAR 3:245</b> ; (2) Tax Collector's Report to Local Board – <b>702 KAR 3:245</b> ; and (3) Local District's Reconciliation of Taxes Collected Reports – <b>702 KAR 3:245</b>	Michelle Sutton 502/564-3846	
25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):  Even Start, Title IID Education Technology, Title IID Education Technology ARRA and IDEA-B Basic  Migrant Education, Title X Homeless, Title I, Part A Redirected Funds, Title I School Improvement, Title I School Improvement Section 10039g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, Title VI Rural and Low Income, Homeless ARRA, Title I ARRA, School Improvement ARRA, and Neglected & Delinquent ARRA  Secondary Career & Technical Education, Dropout Prevention, and Final Expenditure Report for Community Education	Dru Hawkins 502/564-1979  Judy Howard 502/564-1979  Lea Lewis 502/564-197	

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## Important Due Dates for Superintendents JULY (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
	Federal and State Grant Programs (Continued)	Read to Achieve and Math Achievement Fund	Pittman Fisher 502/564-1979	
		Title IIA Teacher Quality and Title V Innovative Programs	Tracy Billingsley 502/564-1979	
		Title IV Safe and Drug Free Schools, and IDEA-B Preschool	Martha Johnson 502/564-1979	
		ESS, State Preschool, Textbooks, Professional Development and Safe Schools	Karen Wirth 502/564-1979	
		Gifted and Talented and Elementary Arts and Humanities	Kristin Burton 502/564-1979	
<b>25</b>	Reading First	Quarterly Expenditure Report (mail hard copy to KDE contact)	Dru Hawkins 502/564-1979	
<b>25</b>	21 <sup>st</sup> Century Community Learning Centers and Locally Operated CTE Centers	Quarterly Expenditure Reports for each program (mail hard copy of each report to KDE contact)	Lea Lewis 502/564-1979	
<b>25</b>	Project LEAD the Way (Pre-engineering) Grant	Final Report for one year (mail to KDE contact)	Lea Lewis 502/564-1979	
<b>25</b>	Energy Technology	Final Report (mail to KDE contact)	Lea Lewis 502/564-1979	
<b>30</b>	IDEA Basic/Preschool	Report for children and youth with disabilities exiting special education and Report of children with disabilities subject to disciplinary suspensions or expulsions	Chris Thacker 502/564-4970	
<b>31</b>	Gifted and Talented	Final MUNIS Program Budget Report	Kristin Burton 502/564-1979	

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# Important Due Dates for Superintendents

## AUGUST

Date	Program	Activity/Description	KDE Contact	District Contact
*	Certified Evaluation	Each school year, <b>KRS 156.557</b> requires all certified employees to receive within the first month of reporting for employment each school year an explanation and discussion of the criteria on which they are to be evaluated. <b>704 KAR 3:345</b>	Amy Peabody 502/564-4474	
*	Program Participation in National School Lunch and School Breakfast Programs	File completed Agreement for Participation in National School Lunch and School Breakfast Programs (updated electronically)	Denise Hagan 502/564-5625	
*	Local Tax Levy (July-Dec)	Local tax levy within 30 days of receipt of certified assessment from KDE to local school district. <b>KRS 160.470(5)</b>	Michelle Sutton 502/564-3846	
*	Local Tax Rates (July-Dec)	Receive certified property assessment and tax rate.	Michelle Sutton 502/564-3846	
*	Tax Hearing (July-Dec)	Schedule tax hearing, if required.	Michelle Sutton 502/564-3846	
*	District Budgets	Begin preparing a working budget for the school district.	Piper Lewis 502/564-5279	
*	Program Participation in Child and Adult Care Food Program	File completed Agreement for Program Participation in Child and Adult Care Food Program. (updated electronically)	Denise Hagan 502/564-5625	
*	Annual Financial Report (Aug-Nov)	Local school districts to publish annual financial reports in local newspaper within 60 days after the close of the fiscal year. <b>KRS 424.120; KRS 424.220</b>	Kay Kennedy 502/564-5279	
<b>15</b>	Title I	Title I Ranking Report	Ava Taylor/Debbie Hicks - 502/564-3791	
<b>30</b>	Instructional Leadership Act	End of cycle Instructional Leadership Report to Division of Leadership and Instructional Support	David Simpson 502/564-4201	

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## Important Due Dates for Superintendents SEPTEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	SBDM	Adjustments of allocations for materials and supplies due to increases or decreases in enrollment must be provided to each SBDM Council by end of second month of school year. <b>702 KAR 3:246 Section (4b)</b>	Mary Jo Rist 502/564-4201	
14	Comprehensive Improvement Planning	Districts receive disaggregated data from KDE (150 days after the first day of 2006-07 district testing window)	Rhonda Sims 502/564-4394	
15	School Staffing	Adjustments of school staffing and professional development allocations due to increases or decreases in enrollment must be provided to each SBDM Council. <b>702 KAR 3:246 (4b)</b>	Mary Jo Rist 502/564-4201	
15	SBDM	KDE is required to provide all disaggregated student performance data to all schools.	Mary Jo Rist 502/564-4201	
15	Indirect Costs	Indirect Cost Rates proposal due to the Division of District Operations.	Piper Lewis 502/564-5279	
20	Textbook and Instructional Materials	State Multiple List of Textbooks and Instructional Materials available on KDE website.	Kathy Mansfield 502/564-2106	
30	Secondary Career & Technical Education	All TEDS data from prior school year must be in. (TEDS data are locked October 1.)	Kim Rice 502/564-3775	
30	Flexible Focus Grants	Final report with encumbrances as of 9/30 followed by final report with encumbrances zeroed out as soon as invoices are paid.	Karen Wirth 502/564-1979	
30	Class Size Compliance	Maximum class size update report to KDE (Non SBDM schools and districts with one school)	Michael Dailey 502/564-1479	
30	District Budgets	Each local board must submit a working budget with at least 2% contingency to the Kentucky Board of Education. <b>KRS 160.470(6)(b)</b>	Kay Kennedy 502/564-5279	
30	Secondary Career & Technical Education	Career & Technical Education Course Offerings Form due	Pat Vencill 502/564-3472	
30	ESS	ESS Student STI/Infinite Campus reports uploaded through the web: Summer Term	April Pieper 502/564-4772	
30	School District Personnel	Professional (certified) Staff Data (PSD) report (financial data) by October 1.	Piper Lewis 502/564-3846	
30	School District Personnel	Classified Staff Data (CSD) report (financial data) by October 1.	Piper Lewis 502/564-3846	
30	Title I, Part A	During the first 15 months that a district's Title I, Part A funds are available, the district must, by September 30, obligate at least 85% of the total allocated to it. The district may carry over a maximum of 15% into the next fiscal year and must obligate those funds by the following September 30.	Judy Howard 502/564-1979	

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## Important Due Dates for Superintendents SEPTEMBER (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>30</b>	Title IID Competitive Grants	Annual Evaluation Report submitted to KDE contact	Kim Duvall 502/564-2020	
<b>30</b>	KETS	Technology Activity Report submitted electronically to KDE contact	Kim Duvall 502/564-2020	

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## Important Due Dates for Superintendents OCTOBER

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>1</b>	Pupil Transportation	Vocational Transportation Application due.	Piper Lewis 502/564-3846	
<b>1</b>	Minority Report	Minority Educator Recruitment and Retention Annual Report (Access granted to this report on 9/1; Due to KDE on 10/1)	Natasha Murray 502/564-1479	
<b>1</b>	Nutrition Programs	Select verification sample.	Denise Hagan 502/564-5625	
<b>15</b>	Title III	Plan and Budget to KDE for recipients of LEP and/or Immigrant Students subgrant(s)	Judy Howard 502/564-1979	
<b>22</b>	LEAD	Local Educator Assignment Data Report	Cindy Godsey 502/564-4606	
<b>25</b>	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>Even Start, Title IID Education Technology, Title IID Education Technology ARRA and IDEA-B Basic</p> <p>Migrant Education, Title X Homeless, Title I, Part A Redirected Funds, Title I School Improvement, Title I School Improvement Section 10039g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, Title VI Rural and Low Income, Homeless ARRA, Title I ARRA, School Improvement ARRA, and Neglected &amp; Delinquent ARRA</p> <p>Secondary Career &amp; Technical Education, and Dropout Prevention</p> <p>Read to Achieve and Math Achievement Fund</p> <p>Title IIA Teacher Quality and Title V Innovative Programs</p> <p>Title IV Safe and Drug Free Schools, and IDEA-B Preschool</p>	<p>Dru Hawkins 502/564-1979</p> <p>Judy Howard 502/564-1979</p> <p>Lea Lewis 502/564-1979</p> <p>Pittman Fisher 502/564-1979</p> <p>Tracy Billingsley 502/564-1979</p> <p>Martha Johnson 502/564-1979</p>	

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## Important Due Dates for Superintendents OCTOBER (Continued)

	Federal and State Grant Programs (Continued)	ESS, State Preschool, Textbooks, Professional Development and Safe Schools  Gifted and Talented and Elementary Arts and Humanities	Karen Wirth 502/564-1979  Kristin Burton 502/564-1979	
<b>25</b>	Reading First	Quarterly Expenditure Report (mail hard copy to KDE contact)	Dru Hawkins 502/564-1979	
<b>25</b>	21 <sup>st</sup> Century Community Learning Centers and Locally Operated CTE Center	Quarterly Expenditure Reports for each program (mail hard copy of each report to KDE contact)	Lea Lewis 502/564-1979	
<b>30</b>	E-Rate	Submit Letter of Agency to KDE contact. Letter should be on district letterhead with an original signature	Kim Duvall 502/564-2020	
<b>30</b>	E-Rate	Download Children's Internet Protection Act Compliance (Form 479) from the SLD website and submit to KDE contact.	Kim Duvall 502/564-2020	

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# Important Due Dates for Superintendents

## NOVEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	SEEK Trend Data	Trend form reviewed and sent via web submission to KDE	Michelle Sutton 502/564-3846	
*	E-Rate	The E-Rate Form 471 filing window typically opens mid-November and runs through early February	Kim Duvall 502/564-2020	
1	Secondary Career & Technical Education	Locally operated and all other schools 1 <sup>st</sup> semester imported into TEDS	Kim Rice 502/564-3775	
1	District SBDM Council Programs	Principals are to report through the local superintendent the names and addresses of SBDM Council members and verify that each has completed the required training. The report must be posted on district or school web pages.	Mary Jo Rist 502/564-4201	
1	Pupil Transportation	Transportation Growth Factor Adjustment Sheets due	Piper Lewis 502/564-5279	
1	Non-resident contract list of students	Submit listing of students covered by the non-resident contract. <b>702 KAR 7:125 (14)</b>	Donald Aviles 502/564-5279	
1	Growth Factor Report	Growth Factor Report (due within 10 business days of end of second month of school year)	Leigh Welch 502/564-5279	
1	Audit and Compliance	Submit contracts for non-resident students	Donald Aviles 502/564-5279	
1	School Report Card	Districts begin preparation of School and District Report Cards	Jay Roberts 502/564-9853	
1	Achievement Gap Targets	Begin planning for SBDM council and superintendent discussions and agreements upon targets for closing achievement gaps <b>KRS 158.649 (SB 168)</b> and per local board policy on planning. (Note: Final agreement due by February – Annually)	Mary Jo Rist 502/564-4201	
1	Nonacademic Data	Nonacademic Data report	David Curd 502/564-5279 or 9853	
10	JAG	Monthly Report (send to KDE contact)	Lea Lewis – 502/564-1979	
14	Title I	Title I Comparability Report	Ava Taylor/Debbie Hicks - 502/564-3791	
15	Audited Financial Statements and AFR	Upon completion of the independent auditor's report, submit post audit adjusted Annual Financial Report (AFR) and audited financial statements from CPA to KDE Division of District Operations. <b>KRS 156.275</b>	Kay Kennedy 502/564-5279	
15	Pupil Transportation	School bus purchase forms due (Forms mailed to local district superintendents by August 1 each year and are available from the KDE Transportation web page)	Dave Mangum 502/564-4718	
15	Title II (Teacher Quality)	Title II Previous Year Performance Report	Michael Dailey 502/564-1479	

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## Important Due Dates for Superintendents NOVEMBER (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>15</b>	Nutrition Programs	Completed Free and Reduced Price Income Verification process	Denise Hagan 502/564-5625	
<b>15</b>	Textbooks and Instructional Materials	Consumer Guide as to the State Multiple List of Textbooks and Instructional Materials (available on KDE website)	Kathy Mansfield 502/564-2106	
<b>15</b>	IDEA-B (KCMP)	District self-assessment data only	Roger Lacy 502/564-4970	
<b>30</b>	Codes of Acceptable Behavior & Discipline	Update codes of acceptable behavior and discipline, <b>KRS 158.156</b>	Nijel Clayton 502/564-4772	
<b>30</b>	IDEA-B	Excess Cost and Maintenance of Fiscal Effort Report (Secure file transfer)	Chris Thacker 502/564-4970	

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## Important Due Dates for Superintendents DECEMBER

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>*</b>	Budget Development	Complete the annual needs assessment and work on a DRAFT budget for the next school year for presentation to the local board in January.	Piper Lewis 502/564-5279	
<b>*</b>	KETS	Kentucky Technology Readiness Survey submit on-line to KDE	Mike Leadingham 502/564-2020	
<b>1</b>	E-Rate	Free/Reduced Lunch Data submitted to KDE contact from District Technology Coordinator	Kim Duvall 502/564-2020	
<b>10</b>	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
<b>15</b>	School Report Card	Deadline for district to submit school and district report card information and for superintendents (or designees) to sign off on data accuracy	Jay Roberts 502/564-9853	
<b>15</b>	Secondary Career & Technical Education	KOSSA (Kentucky Occupational Skill Standards Assessments) Registration	Pam Moore 502/564-3472	
<b>15</b>	Secondary Career & Technical Education	Follow-up/Transition Report for Career Tech. Education Students	Kim Rice 502/564-3775	
<b>15</b>	IDEA-B Basic/Preschool	IDEA-B Child Count (as of Dec. 1), Personnel Employed for Special Education Report, Implementation of FAPE (Educational Placements) Report	Larry Taylor 502/564-4970	
<b>15</b>	State Preschool	Enrollment Count Report December 1	Kim Wiley/Bill Buchanan 502/564-7056	

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# Important Due Dates for Superintendents

## JANUARY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Local Board Meetings (January School Board Mtg.)	Local board must adopt a regular board meeting schedule and make it available to the public. <b>KRS 61.820</b>	Amy Peabody 502/564-4474	
*	Staffing Policies	Review/revise school staffing policies and submit to the KDE Division of Leadership and Instructional Support prior to March 1 in order to use them the same year. <b>702 KAR 3:246</b>	Mary Jo Rist 502/564-4201	
5	School Report Card	School and District Report Cards available on the KDE Website at: <a href="http://applications.education.ky.gov/schoolreportcardarchive/">http://applications.education.ky.gov/schoolreportcardarchive/</a> ; Printed copies available at school and district offices upon request	Jay Roberts 502/564-9853	
5	School Report Card	Notice posted in county's largest newspaper of the availability of the school and district report cards on the KDE Website and of their availability at school and district offices.	Jay Roberts 502/564-9853	
10	JAG	Monthly Report (send to KDE Contact)	Lea Lewis 502/564-1979	
15	KEES	Kentucky Educational Excellence Scholarship Report for eligible fall graduates	Rebecca Gilpatrick 502/696-7394	
15	Energy Technology	Mid-year status report and report of expenditures	Lea Lewis 502/564-1979	
15	Engineering Pipeline	Mid-year status report and report of expenditures	Lea Lewis 502/564-1979	
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>Even Start, Title IID Education Technology, Title IID Education Technology ARRA and IDEA-B Basic</p> <p>Migrant Education, Title X Homeless, Title I, Part A Redirected Funds, Title I School Improvement, Title I School Improvement Section 10039g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, Title VI Rural and Low Income, Homeless ARRA, Title I ARRA, School Improvement ARRA, and Neglected &amp; Delinquent ARRA</p> <p>Secondary Career &amp; Technical Education, and Dropout Prevention</p> <p>Read to Achieve and Math Achievement Fund</p> <p>Title IIA Teacher Quality and Title V Innovative Programs</p>	<p>Dru Hawkins 502/564-1979</p> <p>Judy Howard 502/564-1979</p> <p>Lea Lewis 502/564-1979</p> <p>Pittman Fisher 502/564-1979</p> <p>Tracy Billingsley 502/564-1979</p>	

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## Important Due Dates for Superintendents

### JANUARY (Continued)

<b>25</b>	Federal and State Grant Programs (Cont'd)	<p>Title IV Safe and Drug Free Schools, and IDEA-B Preschool</p> <p>ESS, State Preschool, Textbooks, Professional Development and Safe Schools</p> <p>Gifted and Talented and Elementary Arts and Humanities</p>	<p>Martha Johnson 502/564-1979</p> <p>Karen Wirth 502/564-1979</p> <p>Kristin Burton 502/564-1979</p>	
<b>25</b>	Reading First	Quarterly Expenditure Report (mail hard copy to KDE contact)	Dru Hawkins 502/564-1979	
<b>25</b>	21 <sup>st</sup> Century Community Learning Centers and Locally Operated CTE Center	Quarterly Expenditure Reports for each program (mail hard copy of each report to KDE contact)	Lea Lewis 502/564-1979	
<b>30</b>	IDEA-B (KCMP Special Education Monitoring Document)	District self-assessment with analysis (secure file transfer, web application)	Roger Lacy 502/564-4970	
<b>31</b>	District Budgets	Draft budget review by local board (start of new year budget). <b>KRS 160.470(6)(a)</b>	Piper Lewis 502/564-5279	
<b>31</b>	Nutrition Programs	Complete the needs assessment and reporting required by <b>KRS 158.856</b>	Denise Hagan 502/564-5625	

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## Important Due Dates for Superintendents FEBRUARY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Council Targets	Superintendent approves targets established by councils for closing the achievement gap in schools under provision of <b>KRS 158.649 (SB 168)</b> and local board policy.	Mary Jo Rist 502/564-4201	
*	Council Targets	Board approves targets established by councils and approved by superintendent for closing the achievement gaps in schools under provisions of <b>KRS 158.649 (SB 168)</b> and local board policy.	Mary Jo Rist 502/564-4201	
*	Read to Achieve	Submit Mid-Year Report to KDE	Kim Willhoite 502/564-2106	
*	Math Achievement Fund	Submit mid-year report	Tracye Carey 502/564-2106	
1	Council Targets	Councils set targets for closing the achievement gaps in schools under provisions of <b>KRS 158.649 (SB168)</b> and local board policy.	Mary Jo Rist 502/564-4201	
1	Non-resident Contracts	Non-resident contacts should be approved by the local board for the following school year <b>702 KAR 7:125 (14)</b>	Donald Aviles 502/564-3846	
1	Nutrition Programs	Complete local monitor reviews (Required on multi-school districts only; Maintain on file at local level)	Denise Hagan 502/564-5625	
1	Appointment of Employees	Superintendent can begin appointing employees for the next fiscal year anytime after February 1. <b>KRS 160.380 (2) (a)</b>	Amy Peabody 502/564-4474	
4-29	Sec. Career and Tech. Education	KOSSA assessment window for students in career and technical education	Pam Moore 502/564-3775	
10	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
11	District Report Card	Publish in county's largest newspaper or on website the location of the district's report card (Latest date to report this)	Jay Roberts 502/564-9853	
11	Expanded District Report Card	The Expanded District Report Card is to be available to the public by the publication date of the District Report Card.	Jay Roberts 502/564-9853	
15	Family Consumer/Science Education	Family Career and Community Leaders of America Honor Roll Report	Reeca Carver 502/564-3775	
25	Class Size Compliance	Maximum Class Size Update Report to KDE from Non-SBDM schools and districts with only one school.	Michael Dailey 502/564-1479	
29	LEAD	Spring Reporting Period	Cindy Godsey 502/564-4606	

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## Important Due Dates for Superintendents

### MARCH

Date	Program	Activity/Description	KDE Contact	District Contact
<b>1</b>	Nutrition Programs	Submit Free and Reduced Price Verification Summary Report	Denise Hagan 502/564-5625	
<b>1</b>	School Staffing	The board must give each SBDM Council the school staffing and budget allocations for the next fiscal year by March 1. <b>KRS 160.345; 702 KAR 3:246</b>	Mary Jo Rist 502/564-4201	
<b>1</b>	PASS	Program Status Report and Expenditure Report	Lea Lewis 502/564-1979	
<b>10</b>	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
<b>15</b>	Secondary Career & Technical Education	Second semester TEDS data imported	Kim Rice 502/564-3775	
<b>31</b>	Title IIA, IID, III, IV, and IDEA-B	Declaration of Participation	Becky Stoddard 502/564-1979	

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# Important Due Dates for Superintendents

## APRIL

Date	Program	Activity/Description	KDE Contact	District Contact
*	Data Review	Under provisions of <b>KRS 158.649 (SB 168)</b> school plans for closing achievement gap in schools must be reviewed per local board policy on planning. <b>KRS 160.345 Section (3c)</b> .	Mary Jo Rist 502/564-4201	
*	School Plans	Principal(s) convenes public meeting to review plans for closing the achievement gap under provisions of <b>KRS 158.649 (SB 168)</b> and local board policy.	Mary Jo Rist 502/564-4201	
*	District Budget	District staff should begin preparing the Tentative Working Budget after notification of final SEEK from KDE.	Piper Lewis 502/564-5279	
<b>10</b>	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
<b>14</b>	E-Rate, Title IID, KETS	Submit District Technology Plan to KETS Engineer	Kim Duvall/KETS Engineers; 502/564-2020	
<b>15</b>	School Calendar	Local board of education may consider recommendations for the following year.	Kay Kennedy 502/564-5279	
<b>15</b>	Approval of School Calendar	Approval of amended current year school calendar by local board of education. <b>702 KAR 7:125 (2)</b>	Kay Kennedy 502/564-5279	
<b>16</b>	Title III (LEP/Immigrant)	Date entered into Infinite Campus	Shelda Hale 502/564-2106 Edgar Adams 502/564-4393	
<b>25</b>	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>Even Start, Title IID Education Technology, Title IID Education Technology ARRA and IDEA-B Basic</p> <p>Migrant Education, Title X Homeless, Title I, Part A Redirected Funds, Title I School Improvement, Title I School Improvement Section 10039g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, Title VI Rural and Low Income, Homeless ARRA, Title I ARRA, School Improvement ARRA, and Neglected &amp; Delinquent ARRA</p> <p>Secondary Career &amp; Technical Education, and Dropout Prevention</p> <p>Read to Achieve and Math Achievement Fund</p> <p>Title IIA Teacher Quality and Title V Innovative Programs</p>	<p>Dru Hawkins 502/564-1979</p> <p>Judy Howard 502/564-1979</p> <p>Lea Lewis 502/564-1979</p> <p>Pittman Fisher 502/564-1979</p> <p>Tracy Billingsley 502/564-1979</p>	

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## Important Due Dates for Superintendents

### APRIL (Continued)

<b>25</b>	Federal and State Grant Programs (Cont'd)	<p>Title IV Safe and Drug Free Schools, and IDEA-B Preschool</p> <p>ESS, State Preschool, Textbooks, Professional Development and Safe Schools</p> <p>Gifted and Talented and Elementary Arts and Humanities</p>	<p>Martha Johnson 502/564-1979</p> <p>Karen Wirth 502/564-1979</p> <p>Kristin Burton 502/564-1979</p>	
<b>25</b>	Reading First	Quarterly Expenditure Report (mail hard copy to KDE contact)	Dru Hawkins 502/564-1979	
<b>25</b>	21 <sup>st</sup> Century Community Learning Centers and Locally Operated CTE Center	Quarterly Expenditure Reports for each program (mail hard copy of each report to KDE contact)	Lea Lewis 502/564-1979	
<b>30</b>	SBDM	School council approves school improvement plan and submits to superintendent on a timeline established by local board policy. <b>KRS 160.345 (3)(c)</b>	Mary Jo Rist 502/564-4201	
<b>30</b>	Written Notice (non-renewal certified)	Superintendent must give written notice before May 15 of non-renewal to each limited contract certified employee whose contract will not be renewed for the next year. <b>KRS 161.750(2)</b>	Amy Peabody 502/564-4474	
<b>30</b>	Written Notice (non-renewal classified)	Superintendent must give written notice before May 15 of non-renewal to each limited contract classified employee whose contract will not be renewed for the next year. <b>KRS 161.011</b>	Amy Peabody 502/564-4474	

**NOTE:** Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

# Important Due Dates for Superintendents

## MAY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Reduction in Duties	Superintendent must give written notice of reduction in duties and reduction in pay that will impact certified employees 90 days before the first student attendance day of the following school year or May 15, whichever is earlier. <b>KRS 161.765; KRS 161.760</b>	Amy Peabody 502/564-4474	
*	Read to Achieve	Submit End-of-Year Report	Kim Willhoite 502/564-2106	
*	Reduction in Duties	If superintendent decides to demote an administrator with three or more years of administrative experience, must comply with terms of <b>KRS 161.765</b> .	Amy Peabody 502/564-4474	
*	Textbooks and Instructional materials	Schools complete purchasing plans for textbooks and instructional materials in accordance with local board policy.	Kathy Mansfield 502/564-2106	
<b>1</b>	NBC Salary Supplement	Request for National Board Certification Salary Supplement Reimbursement. <b>KRS 157.395</b>	Piper Lewis 502/564-5279	
<b>1</b>	Nutrition Programs	A summary of the findings and recommendations of the nutrition report required by <b>KRS 158.856(6)</b> .	Denise Hagan 502/564-5625	
<b>1</b>	Physical Activity – Elementary Schools	The report on how much time is provided for physical activity in the elementary schools, as required in <b>KAR 160.345(11)</b> , and a summary of the findings and recommendations of the assessment of the physical activity environment, as required by <b>KRS 158.856(6)</b> .	Denise Hagan 502/564-5625	
<b>10</b>	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
<b>15</b>	Agricultural Education	SAE Annual Report for Agricultural Education	Curt Lucas 502/564-3775	
<b>15</b>	School Calendar	Local board of education to approve the school calendar for the next school year on or before May 15.	Kay Kennedy 502/564-5279	
<b>15</b>	State Preschool	End of year supplemental count (3 yr. olds with disabilities)	Kim Wiley/Bill Buchanan 502/564-7056	
<b>14</b>	Title III/LEP	Annual Performance Report data submitted electronically	Shelda Hale 502/564-2106	
<b>14</b>	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Report and Summative Evaluations	Greg Finkbonner 502/564-2106	
<b>30</b>	District Budget	Adopt the Tentative Budget by May 30 with at least a 2% contingency. <b>KRS 160.470(6)(a)</b>	Piper Lewis 502/564-5279	
<b>30</b>	SBDM, Section 7 Allocations	Section 7 allocations, if any or if available, must be provided to each school council.	Mary Jo Rist 502/564-4201	

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## Important Due Dates for Superintendents

### MAY (Continued)

<b>31</b>	Secondary Career & Technical Education	End of year data imported into TEDS	Kim Rice 502/564-3775	
<b>31</b>	Pupil Transportation	Certification for Transportation for Home Trips for Resident Pupils Certification for Transportation for Daily Trips	Piper Lewis 502/564-5279	
<b>31</b>	Audit Contracts	Audit Contracts must be approved by local boards and are due to KDE by May 31.	Michelle Sutton 502/564-3846	

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# Important Due Dates for Superintendents

## JUNE

Date	Program	Activity/Description	KDE Contact	District Contact
*		Title IX forms sent to KHSAA	Larry Boucher 859/299-5472	
1	High Schools That Work	Annual Progress Report	Diane Sharp 502/564-3775	
10	Math Achievement Fund	Submit year-end report	Tracye Carey 502/564-2106	
10	JAG	Final Report (send to KDE contact)	Lea Lewis 502/564-1979	
15	Summer Food Service Program	If applicable, file completed agreement for participation in Summer Food Service Program with KDE.	Denise Hagan 502/564-5625	
15	Limited Contract Teachers	Teachers renewed for the next year are assumed to have accepted the contract unless they have provided written notice by June 15 that they do not accept employment. <b>KRS 161.750(3)</b>	Amy Peabody 502/564-4474	
16	State Preschool	Annual Performance Report	Bill Buchanan/Kim Wiley 502/564-7056	
16	State Preschool	Preschool Program approval form	Bill Buchanan 502/564-7056	
30	Even Start	2006-07 Even Start Application Amendments	Annie Rooney-French 502/564-7056	
30	Even Start	Annual Progress Report	Annie Rooney-French 502/564-7056	
30	ESS	2008-09 ESS Program Report	April Pieper 502/564-4772	
30	ESS	Daytime Waiver Evaluations	April Pieper 502/564-4772	
30	ESS	STI/Infinite Campus regular term reports – uploaded through the web	April Pieper 502/564-4772	
30	School & District Improvement Plans	Submit assurances by Email from Superintendent's Inbox to KDE Assurances Mailbox by June 30 each year.	Susan Ronca 502/564-1979	
30	Preschool	Kentucky Preschool Performance Report	Kim Wiley/Bill Buchanan 502/564-7056	
30	Pupil Transportation	Pupil Transportation Adjustment Forms due	Kay Kennedy 502/564-5279	
30	Home & Hospital	Submit Home and Hospital Form to Division of District Operations. <b>702 KAR 7:120 (5).</b>	Kay Kennedy 502/564-5279	

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## Important Due Dates for Superintendents

### JUNE (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
<b>30</b>	Pupil Transportation	Vocational Reimbursement Claim Forms due by June 30.	Kay Kennedy 502/564-3846	
<b>30</b>	Title IV	If district is requesting to carryover 25%, or less, of current year's grant, must notify KDE	Nijel Clayton 502/564-4772	
<b>30</b>	CDIP	District Plan (CDIP) to be posted on the district web page for KDE review/approval for federal program funds by June 30.	Mary Rist 502/564-4201	
<b>30</b>	Secondary GED	Secondary GED data report. <b>704 KAR 7:150</b>	Sharon Johnston 502/564-4772	
<b>30</b>	Safe Schools	Safe Schools Data Report	Libby Taylor 502/564-4772	
<b>30</b>	Fiscal Year for Schools	End of school fiscal year <b>KRS 158.050; KRS 160.450</b>	Kay Kennedy 502/564-5279	
<b>30</b>	Secondary Career & Technical Education	Documentation for not meeting Perkins Performance Measures in Comprehensive School Improvement Plan	Karla Tipton 502/564-3472	
<b>30</b>	Non-resident Contracts	Amendments to contracts for non-resident students. <b>702 KAR 7:125 (14)</b>	Kay Kennedy 502/564-5279	
<b>30</b>	SAAR Report	The Superintendent's Annual Attendance Report (SAAR) is due to KDE by June 30.	Kay Kennedy 502/564-5279	
<b>30</b>	KEES	Kentucky Educational Excellence Scholarships (KEES) Report (Grades 8-12) to KDE	Rebecca Gilpatrick 502/696-7394	
<b>30</b>	New School Calendar	School calendar for upcoming school year due to KDE by June 30. <b>702 KAR 7:125 (2)</b>	Kay Kennedy 502/564-5279	
<b>30</b>	Revised School Calendar	Amended school calendar for current school year due to KDE by June 30. <b>702 KAR 7:125 (2)</b>	Kay Kennedy 502/564-5279	
<b>30</b>	Secondary Career and Technical Education	All data cleaned up and verified in TEDS	Kim Rice 502/564-3775	
<b>30</b>	School Facilities	School Facilities Construction Commission (SFCC) needs assessment is calculated	Mark Ryles/Tim Lucas 502/564-4326	
<b>30</b>	School reconfiguration request	School reconfiguration request for state accountability purposes submitted, if applicable	Kevin Hill 502/564-9853	

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